

April 21, 2003

Dear County Commission Executive Director,

Subject: Matching Funds for Retention Incentives for Early Learning Staff,  
Pilot Program

The California Children and Families Commission (CCFC) is pleased to transmit to you the Request for Funds application materials for the Matching Funds for Retention Incentives for Early Learning Staff. The third funding round covers the time period from July 1, 2003 to June 30, 2005 and creates an extension of the pilot project, with additional resources, until after the final evaluation report is completed. Unspent funds from the previous time period and agreement (FY 01/02 - FY 02/03) may be rolled over for use in this project extension period. All counties (including both those joining the project in the third round and those participating in earlier rounds) will submit a comprehensive application for this third application round. **The application deadline is June 13, 2003.**

This program allows County Children and Families Commissions (County Commissions) to apply for matching funds for the purpose of improving the qualifications and stability of the early learning workforce. County Commissions eligible for participation must have active child care retention incentive (CRI) programs by June 30, 2004 to apply to the RFF. Matching funds will be awarded on a non-competitive basis in which applicants demonstrate their monetary commitment to the project and agree to the terms and conditions stated in the Request for Funds (RFF).

The CCFC in this current RFF is issuing new standards and program modifications based on preliminary evaluation results, county progress reports, input from County Commissions and others, and State Commission priorities. In this third round, the CCFC is targeting participants in high priority zone school communities (Academic Performance Index 1-5) and in communities with a low supply of licensed child care.

In order to help support the counties in the application process, there will be a **RFF Information Session and Conference Call on April 30 from 10:00-11:30 a.m. On May 2, First 5 California and Policy Analysis for California**

**Education (PACE) also are holding a feedback and training session** on preliminary evaluation results and implementation of CRI programs: Early Findings from the PACE Evaluation. PACE evaluators and CRI program staff will share research findings and talk about effective CRI program strategies that relate to the modifications in the new RFF: training, outreach, targeting, professionalization, and system building. Please refer to the RFF for more details about these sessions.

Thank you for applying. These funds provide an opportunity for your county to design, implement, and report findings on how various incentives provided to early learning staff support their training and retention in the field. If you have any questions or require additional information, please contact Erik Miyao via email, [emiyao@ccfc.ca.gov](mailto:emiyao@ccfc.ca.gov) or by fax, (916) 323-0069.

Sincerely,

Emily Nahat  
Deputy Director, Program Management

Enclosure

cc: State Commissioners  
Sherry Novick